

Title of post	Finance & Administrative Assistant
Job purpose	Under the direction of the School Business Director (SBD) and Finance Manager, to assist in the provision of a comprehensive financial and administrative support service to the college by undertaking a range of financial, administrative and clerical support functions.
To whom the post holder reports	Finance Manager
Duties and responsibilities specific to the post	<p>FINANCE</p> <ul style="list-style-type: none"> • To assist with the operation and maintenance of the college's computerised financial control and information systems, updating financial records and assisting in the production of financial information and reports for the SBD and Principal. • To undertake basic analysis of financial information using computer spreadsheets, if appropriate, as required by the SBD and Finance Manager. • To undertake routine accounting operations to include: the receiving and processing orders; checking and processing invoices and requests for payment; maintaining and balancing petty cash accounts; raising invoices for monies due to the College. • To assist with the administration of the college's bank accounts, recording and balancing monies for banking, maintaining records and checking statements. • To respond to account queries from staff and suppliers, resolving problems and using discretion in referring issues to the SBD and Finance Manager. • To assist in the administration of all transactions received through the college's online payment service (Wisepay) and maintenance of Wisepay payment options. • To assist in the preparation for: Audit inspections; End of year procedures. <p>ADMINISTRATION</p> <ul style="list-style-type: none"> • To provide support to all administrative areas of the college, to include Reception, Student Services, HR, Examinations, Reprographics. • To undertake any clerical and general office duties, including filing, duplicating, photocopying, maintenance of both paper and electronic filing and record systems and other clerical support to assist in the efficient operation of the college. • To generally assist in the administrative arrangements of college events and the provision of efficient support services to the Principal, Governors and teaching staff

	<p>of the college.</p> <ul style="list-style-type: none"> • To maintain confidentially at all times in respect of college –related matter to prevent disclosure of confidential and sensitive information. • To undertake other appropriate duties commensurate to the grade of the role at the request of the Principal, Governors, SLT, teaching staff or support staff management of the college. • First Aid duties as required.
Hours	37 hours per week, Term Time plus 2 weeks
Pay scale	Scale 2

Essential	<ul style="list-style-type: none"> • Highly numerate and literate. Excellent communication and IT skills including knowledge of MS Office programmes. • 5 GCSE's A*-C or equivalent including Maths and English • Communication skills, concentration and attention to detail to ensure accuracy. Ability to work under pressure and to deadlines whilst remaining flexible.
Desirable	<ul style="list-style-type: none"> • 12 months' experience in a financial administrative role and evidence of knowledge of financial and accounting procedures. • Previous experience of working in a school/college. • Working knowledge of FMS and SIMS would be an advantage. • Experience of setting up databases and spreadsheets. • Experience of working to deadlines and prioritising workloads. • First Aid qualification

Application requirements:

1. Application form.
2. Letter of application in which candidates should outline how their experience and/or qualifications match the requirements of the post.
3. The closing date for the receipt of applications is Friday 29th March 2019 at 9.00 am.
4. Interviews: Wednesday 3rd April, 2019.